



STATE OF SOUTH CAROLINA
Budget and Control Board

<http://www.jobs.sc.gov>

**INVITES APPLICATIONS FOR THE POSITION OF:
Program Coordinator I - 117891**

An Equal Opportunity Employer

OPENING DATE: 09/06/08

CLOSING DATE: 09/26/08 11:59 PM

JOB TITLE: Program Coordinator I - 117891

CLASS CODE: AH35

POSITION NUMBER: 117891

SLOT NUMBER: 0000

STATE SALARY RANGE:

\$30,274.00 - \$56,015.00 Annually

AGENCY HIRING RANGE - MIN: \$30,274.00

AGENCY HIRING RANGE - MAX: \$56,015.00

LOCATION: Richland County, South Carolina

JOB TYPE: FTE - Full-Time

NORMAL WORK SCHEDULE: Monday - Friday (8:30 - 5:00)

AGENCY SPECIFIC APPLICATION PROCEDURES:

Please apply online.

JOB RESPONSIBILITIES:

This position is located with the Energy Office. Incumbent will provide research, economic, and statistical analysis, writing and program development services in support of the State Energy Program, SCEO's Strategy Plan, Energy Forecast for South Carolina, and the Energy Office's matrix of energy savings from projects. Prepares reports related to state agency energy consumption and progress towards meeting legislatively mandated conservation goals. Gathers data, organizing information, developing measurements and writing and publishing the reports. Prepares and publishes the State Energy Outlook, using forecasts and other data developed by the SCEO and others. Coordinates the Energy Forecast for South Carolina, using dedicated software to run forecasts of SC's energy consumption, production and generation, and writing and continually updating the forecast report. Collects performance measure assessment and evaluation information from SCEO customers, potential customers and staff utilizing external surveys, collecting and updating data, and maintaining SCEO's matrix of energy savings from projects. Provides statistical and outcomes reporting for activities undertaken by the Technical Services division of SCEO. Prepares the Demand Side Management and other reports to include the update and maintaining the electric utility rate database. Assists with energy assessments and other activities of the Technical Services division of the SCEO.

MINIMUM AND ADDITIONAL REQUIREMENTS:

A bachelor's degree and relevant program experience.

ADDITIONAL REQUIREMENTS: A Bachelor's degree and 2 years of work experience in Public Administration, Planning, Political Science, Economics, Statistics or a related field; or, a Masters degree in a related field. Must have a high level of written and verbal communication skills, including the ability to understand and communicate complex technical data. Also, must have problem-solving abilities, planning skills, and computer spreadsheet experience.

ADDITIONAL COMMENTS:

Supplemental questions are considered part of your official application. Please complete the State application to include all current and previous work history and education. A resume will not be accepted nor reviewed to determine if an applicant has met the qualifications for the position.